



# **STATE OF INDIANA**

## **Request for Proposals 10-44** **ADDENDUM 1**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf Of The**

**INDIANA DEPARTMENT OF CORRECTION**

**Solicitation For:**

**Electronic Legal Research Services for Inmates**

**Response Due Date: Thursday, January 21, 2010**

Stephanie Taylor  
IDOA Senior Account Manager for FSSA & DCS  
Indiana Government Center South  
402 W. Washington St., Room W461  
Indianapolis, IN 46204

RFP-10-44  
ADDENDUM 1

Note: The question/inquiry responses have been posted to the website 12/22/09.

**The following changes have been made to the RFP document:**

1.4 SUMMARY SCOPE OF WORK

The following list of publications has been removed:

- ~~Burns Indiana Code Annotated~~
- ~~Indiana State Cases~~
- ~~United States Code Service~~
- ~~U.S. Supreme Court Cases, Lawyer's Edition~~
- ~~Federal Court Cases (all District Courts and Circuit Courts)~~
- ~~Blacks Law Dictionary (latest edition) (or equivalent)~~
- ~~Hertz & Liebman: Federal Habeas Corpus Practice and Procedure (or equivalent)~~
- ~~Criminal Defense Techniques (or equivalent)~~
- ~~The Lawyer's Craft: An Introduction to Legal Analysis, Writing and Research (or equivalent)~~
- ~~Sheppard's Citations - Federal and Indiana~~
- ~~Palmer: Constitutional Rights of Prisoners (or equivalent)~~
- ~~United State's Supreme Court Digest, Lawyer's Edition~~
- ~~Indiana Court Rules~~
- ~~Civil Rights Actions~~
- ~~Ohio Court Rules~~
- ~~Michigan Court Rules~~
- ~~Illinois Court Rules~~
- ~~Kentucky Court Rules~~

The revised list of publications should now read:

- INDIANA CODE (Annotated) or equivalent
- WEST'S INDIANA CASES or WEST'S NORTHEASTERN REPORTERS 2d (1960 to present) or equivalent
- WEST'S INDIANA DIGEST 2d or equivalent

- UNITED STATES CODE ANNOTATED or equivalent
  - Title 18 - Criminal law statutes
  - Title 28 S2241 - 2254 - Post conviction relief statutes
  - Title 28 - All sections pertaining to civil, criminal and appellate procedure
  - Title 42 S1891-2010 - Civil rights statutes
  - Federal Rules of Appellate Procedure
  - Federal Rules of Criminal Procedure
  - Federal Rules of Civil Procedure
- WEST'S SUPREME COURT REPORTER (1960 - present) or equivalent
- FEDERAL SUPPLEMENT (1960 - present)
- FEDERAL REPORTER 2d (1960 - 1993)
- FEDERAL REPORTER 3d (1993 - present) or equivalent
- BLACK'S LAW DICTIONARY (or equivalent)
- SOKOL: FEDERAL HABEAS CORPUS (or equivalent)
- LAFAVE & SCOTT: CRIMINAL LAW HANDBOOK (or equivalent)
- COHEN: LEGAL RESEARCH (or equivalent)
- SHEPARD'S CITATORS (for Federal and Indiana Reporters) or equivalent
- PALMER: CONSTITUTIONAL RIGHTS OF PRISONERS (or equivalent)
- WEST'S FEDERAL PRACTICE DIGEST 3rd and 4th EDITIONS (to present) or equivalent
- Indiana Court Rules
- Ohio Court Rules
- Illinois Court Rules
- Michigan Court Rules
- Kentucky Court Rules
- MANVILLE & BOSTON: PRISONER'S SELF HELP LITIGATION MANUAL (Oceana Publications) or equivalent
- COHEN & GOBERT: RIGHTS OF PRISONERS (Shepards/McGraw Hill) or equivalent
- WEST'S INDIANA RULES OF COURT or other equivalent
- ROBBINS: PATIENTS & THE LAW (Clark, Boardman & Callaghan Co.)
  - (NOTE: Only the New Castle Correctional Center is required to have this publication.) or equivalent
- WEST'S FEDERAL CIVIL JUDICIAL PROCEDURE AND RULES PAMPHLET (published annually) or other equivalent

#### 1.4 SUMMARY SCOPE OF WORK

The following paragraph has been removed and should read:

~~The Respondent will agree to provide the Legal Research Information and licenses to up to twelve (12) terminals at each Indiana Department of Correction Adult Correctional Facility with the total amount of terminals being used at all facilities combined not to exceed 120 units. Respondent will agree that the IDOC may solely determine how to apportion these 120 units among its facilities, and in the event a facility is added or removed by the IDOC, the IDOC may transfer the terminal to another facility, included a new facility by written amendment to the contract.~~

The Respondent shall indicate in its proposal there will be no limit to the number of IDOC workstations/ terminals IDOC incarcerated offenders and law library staff may use to access the legal research materials as long as those workstations/terminals are being used solely for legal research or assisting incarcerated IDOC offenders with legal research at IDOC workstations or terminals.

#### 2.4.1 TECHNICAL PROPOSAL

The following list of publications has been removed:

- ~~Burns Indiana Code Annotated~~
- ~~Indiana State Cases~~
- ~~United States Code Service~~
- ~~U.S. Supreme Court Cases, Lawyer's Edition~~
- ~~Federal Court Cases (all District Courts and Circuit Courts)~~
- ~~Blacks Law Dictionary (latest edition) (or equivalent)~~
- ~~Hertz & Liebman: Federal Habeas Corpus Practice and Procedure (or equivalent)~~
- ~~Criminal Defense Techniques (or equivalent)~~
- ~~The Lawyer's Craft: An Introduction to Legal Analysis, Writing and Research (or equivalent)~~
- ~~Sheppard's Citations - Federal and Indiana~~

- ~~Palmer: Constitutional Rights of Prisoners (or equivalent)~~
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- ~~Indiana Court Rules~~
- ~~Civil Rights Actions~~
- ~~Ohio Court Rules~~
- ~~Michigan Court Rules~~
- ~~Illinois Court Rules~~
- ~~Kentucky Court Rules~~

The revised list of publications should now read:

- INDIANA CODE (Annotated) or equivalent
- WEST'S INDIANA CASES or WEST'S NORTHEASTERN REPORTERS 2d (1960 to present) or equivalent
- WEST'S INDIANA DIGEST 2d or equivalent
- UNITED STATES CODE ANNOTATED or equivalent
  - Title 18 - Criminal law statutes
  - Title 28 S2241 - 2254 - Post conviction relief statutes
  - Title 28 - All sections pertaining to civil, criminal and appellate procedure
  - Title 42 S1891-2010 - Civil rights statutes
  - Federal Rules of Appellate Procedure
  - Federal Rules of Criminal Procedure
  - Federal Rules of Civil Procedure
- WEST'S SUPREME COURT REPORTER (1960 - present) or equivalent
- FEDERAL SUPPLEMENT (1960 - present)
- FEDERAL REPORTER 2d (1960 - 1993)
- FEDERAL REPORTER 3d (1993 - present) or equivalent
- BLACK'S LAW DICTIONARY (or equivalent)
- SOKOL: FEDERAL HABEAS CORPUS (or equivalent)
- LAFAVE & SCOTT: CRIMINAL LAW HANDBOOK (or equivalent)
- COHEN: LEGAL RESEARCH (or equivalent)
- SHEPARD'S CITATORS (for Federal and Indiana Reporters) or equivalent
- PALMER: CONSTITUTIONAL RIGHTS OF PRISONERS (or equivalent)
- WEST'S FEDERAL PRACTICE DIGEST 3rd and 4th EDITIONS (to present) or equivalent
- Indiana Court Rules

- Ohio Court Rules
- Illinois Court Rules
- Michigan Court Rules
- Kentucky Court Rules
- MANVILLE & BOSTON: PRISONER'S SELF HELP LITIGATION MANUAL (Oceana Publications) or equivalent
- COHEN & GOBERT: RIGHTS OF PRISONERS (Shepards/McGraw Hill) or equivalent
- WEST'S INDIANA RULES OF COURT or other equivalent
- ROBBINS: PATIENTS & THE LAW (Clark, Boardman & Callaghan Co.)  
(NOTE: Only the New Castle Correctional Center is required to have this publication.) or equivalent
- WEST'S FEDERAL CIVIL JUDICIAL PROCEDURE AND RULES PAMPHLET (published annually) or other equivalent

Note: Equivalent publications are acceptable for all materials. If an equivalent publication is proposed, the Response should include a statement describing how the other publication is equivalent to the publication listed below. The State reserves the right to determine the equivalency of any proposed publication.

#### 2.4.5 TECHNICAL PROPOSAL

The following paragraph has been removed:

~~The Respondent shall provide proposal as to the method it will use to download or store the Legal Research Information on the hard drive, replaceable hard drive, server, or on the terminal(s) in order to enable a number of terminals at each facility to access, retrieve, and print the information.~~

The revised paragraph should read:

The Respondent shall indicate in its proposal that it will accomplish the initial loading of its Legal Research Materials, and quarterly updates thereafter, by use of portable or external hard drives that are capable of (a) downloading the Legal Research Materials onto IDOC servers dedicated to law library workstations/terminals; (b) loading the information onto the hard drive of individual workstations or terminals at each IDOC facility; or (c)

being continually linked to a dedicated server that is shared by a number of workstations or terminals.

#### 2.4.8 TECHNICAL PROPOSAL

The following paragraph has been removed:

~~The Respondent will agree to provide the Legal Research Information and licenses to up to twelve (12) terminals at each Indiana Department of Correction Adult Correctional Facility with the total amount of terminals being used at all facilities combined not to exceed 120 units. Respondent will agree that the IDOC may solely determine how to apportion divide these 120 units among its facilities, and in the event a facility is added or removed by the IDOC, the Respondent's Proposal shall allow the IDOC to transfer the terminal either another Facility or to a new Facility by written amendment to the contract.~~

The revised paragraph should now read:

The Respondent shall indicate in its proposal there will be no limit to the number of IDOC workstations/ terminals IDOC incarcerated offenders and law library staff may use to access the legal research materials as long as those workstations/terminals are being used solely for legal research or assisting incarcerated IDOC offenders with legal research at IDOC workstations or terminals.

The following is for informational purposes only: The IDOC estimates there are a total of 120 workstations or terminals currently in use at all IDOC adult correctional facility law libraries. The IDOC anticipates that this total will increase over the contract term to account for increased offender population.

#### 1.23 SUMMARY OF MILESTONES

The Indiana Department of Correction has decided to extend the due date for proposal submission to 3:00PM (Eastern Time), January 21, 2010. Due to extending the proposal submission due date, all subsequent dates for activities related to evaluating and awarding this RFP are also extended. Those dates are listed below under "Key Dates".

**Key RFP Dates:**

Activity	Date
Issue of RFP	December 9, 2009
Pre-Proposal Conference	December 16, 2009
Deadline to Submit Written Questions	December 18, 2009
Response to Written Questions/RFP Amendments	December 29, 2009
Submission of Proposals	<del>January 14, 2010</del> <b>January 21, 2010</b>
<b><i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i></b>	
Proposal Evaluation	<del>January 21, 2010</del> <b>January 28, 2010</b>
Proposal Discussions/Clarifications (if necessary)	<del>January 28, 2010</del> <b>February 4, 2010</b>
Oral Presentations (if necessary)	<del>February 2, 2010</del> <b>February 9, 2010</b>
Best and Final Offers (if necessary)	<del>February 5, 2010</del> <b>February 15, 2010</b>
Contract Award	<del>February 10, 2010</del> <b>February 19, 2010</b>